



# MASSACHUSETTS COVID-19 VACCINE PROGRAM

## MCVP Survey Guide

Updated: March 18, 2021

**Scope & Purpose:** This document is intended to assist vaccine administrators and their partners in the Commonwealth with successfully completing the weekly MCVP survey for requesting vaccine.

**Overview:** The weekly survey is used by vaccine administrators to request vaccine doses. Surveys are completed on Monday or Tuesday, and doses requested are intended to be used the following week. However, in order to account for the possibility of a Wednesday delivery of vaccine, the survey aims to provide a 10-day supply.

For additional details, see the example timeline and calendar below:

- **March 1-2<sup>nd</sup>:** A vaccine administrator submits a survey to request doses to be used from March 8<sup>th</sup> - March 17<sup>th</sup> (10-day period).
- **March 5<sup>th</sup>:** The vaccine administrator is notified about doses they will receive the following week, if any.
- **March 8-10<sup>th</sup>:** Vaccine doses arrive Monday through Wednesday, depending on the date the order is placed and shipping time.
- **March 8-17<sup>th</sup>:** All doses requested and received are intended to be used in this time period, as the subsequent shipment will arrive from March 15-17<sup>th</sup>.
  - o Please note that providers should not request, and will not receive (even if requested), more doses than they have indicated they can use in the 10-day period (i.e., from the 8<sup>th</sup> to the 17<sup>th</sup>).

MARCH 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	1 Survey submitted (before 5pm Tuesday)	2	3	4	5 Notification of allocation and delivery date	6
7	8 Doses received M-W	9	10	11	12	13
	Period for which doses are requested					
14	15	16	17	18	19	20
	Period for which doses are requested					
21	22	23	24	25	26	27
28	29	30	31	1	2	3

**Note:** Regardless of how the survey is completed, vaccine administrators who do not meet their administration performance thresholds (65 – 85%, depending on setting) will not be allocated vaccine through the survey. Vaccine administrators that have concerns about their administration thresholds should contact their relevant Commonwealth vaccination point of contact.

## Question-by-question walkthrough:

1. **How many doses of vaccine do you have on hand?** Please do not include doses received this week (Monday – Tuesday)

How many doses of vaccine do you have on hand?	Pfizer *	Please do not include doses received this week (Monday - Tuesday).
	Moderna *	

The first question asks for the number of vaccine doses currently in inventory, NOT including the doses delivered in the current week (Monday or Tuesday).

If the vaccine administrator includes doses from the delivery on Monday or Tuesday, their inventory will not be recorded accurately, and they are likely to receive fewer doses than requested.

*Using the example timeline above, if the vaccine administrator will receive vaccine on March 1<sup>st</sup> or 2<sup>nd</sup>, this should NOT be included in the inventory even if it has already been delivered.*

2. **Vaccination plans this week** Total number of vaccines that your site plans to administer between now and the upcoming Sunday; this will be used to estimate your end of week inventory.

Vaccination plans this week	Vaccination plans this week *	Total number of vaccines that your site plans to administer between now and the upcoming Sunday; this will be used to estimate your end of week inventory.
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Vaccine administrators should report for this question the number of doses they plan on administering from the time the survey is submitted through the end of the week (Sunday night).

The survey will subtract these scheduled doses from current inventory (Q #1) and the doses received this week, to estimate the doses that will be on-hand when the next delivery arrives. To illustrate the formula:

(Current inventory + doses received Mon/Tues) – vaccination plans this week = doses on hand at end of week

*Using the example timeline above, a vaccine administrator will enter the number of vaccines that the site plans to administer between survey submission and March 7<sup>th</sup>.*

3. **How many doses do you plan to administer at your facility?** This includes appointments that have been made publicly available for booking.

How many doses do you plan to administer at your facility?	1st doses planned for next week (Monday - Sunday) *	This includes appointments that have been made publicly available for booking.
	2nd doses planned for next week (Monday - Sunday) *	
	1st doses planned for the first half of the following week (Monday -	
	2nd doses planned for the first half of the following week (Monday -	

This question asks for the number of doses the vaccine administrator plans to use during the 10 days following the Monday after the survey is submitted. In other words, it asks for the number of doses that will be used next week, as well as the first 3 days of the following week.

This question is used to calculate the “10-day throughput” of a vaccine administrator. 1<sup>st</sup> and 2<sup>nd</sup> doses are divided, as priority is given to 2<sup>nd</sup> doses when the entire order cannot be fulfilled.

*Using the example timeline above, a vaccine administrator should enter the number of first and second doses they plan to use between March 8<sup>th</sup> and March 17<sup>th</sup>.*

**4. First dose request for next shipment** Only request doses that you can use within 10-days of receipt.

First dose request for next shipment	Pfizer *	Only request doses that you can use within 10-days of receipt.
	Moderna *	

This question asks for the 1<sup>st</sup> doses requested by the vaccine administrator, which may or may not be equal to the first doses listed in the previous question. Requests should be made in units of 100 for Moderna vaccine and units of 1170 for Pfizer vaccine.

- Requests for 1<sup>st</sup> doses should be equal to the number of 1<sup>st</sup> doses listed in the previous question if the vaccine administrator expects to have 0 doses on-hand at the end of the current week.
- Requests for 1<sup>st</sup> doses should be less than the number of 1<sup>st</sup> doses listed in the previous question if the vaccine administrator expects to have any doses on-hand at the end of the current week.
- Requests for 1<sup>st</sup> doses will only exceed the number of 1<sup>st</sup> doses listed in the previous question if the vaccine administrator must “round-up” to the nearest unit of 100 (for Moderna) or 1170 (for Pfizer)

**5. Second dose request for next shipment** Please note that 2<sup>nd</sup> doses will no longer be sent automatically. Sites are now required to confirm their anticipated second dose needs. Only request doses that you can use within 10 days of receipt.

Second dose request for next shipment	Pfizer *	Please note 2nd doses will no longer be sent automatically. Sites are now required to confirm their anticipated second dose needs. Only request doses that you can use within 10-days of receipt.
	Moderna *	

Please see notes above (“First dose request for next shipment”) for details on how to enter requests for 2<sup>nd</sup> doses. 2<sup>nd</sup> doses are requested via the same process for 1<sup>st</sup> doses and are not automatically provided.

When it is not possible to fill the vaccine administrator’s entire request, 2<sup>nd</sup> doses will be prioritized.

Vaccine administrators may use the [Second Dose Calculator](#) to confirm the appropriate request schedule for anticipated second dose needs.

**6. If you are requesting Pfizer, does your site need the dry ice shipment that comes 24 hours after Pfizer vaccine delivery?**

If you are requesting Pfizer, does your site need the dry ice shipment that comes 24 hours after Pfizer vaccine delivery?	Pfizer Dry Ice Requested *
	None selected

This question is only asked if a site requests Pfizer vaccine. This information will be used to identify which sites need dry ice and which site can be opted out of receiving future shipments of dry ice.

7. **Notes** Please include any additional notes related your dose requests. If your site is providing vaccinations in multiple settings (i.e.: congregate care, public clinic) please include those details here.

Notes	Notes	Please include any additional notes related to your dose requests. If your site is providing vaccinations in multiple settings (i.e.: congregate care, public clinic) please include those details here.
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Notes are not required, but they are taken into consideration by the vaccine allocation team when survey responses are reviewed.